OC-M-73-425
23 July 1973

MEMORANDUM FOR:/ Chief of Operations   25X1A
                / Chief, Communications Engineering
25X1A   / Chief,   25X1A
                / Chief, Programs and Budgeting Staff
                / Chief, Career Management and Train
                    Division
                  Chief, Administration Division   25X1A
                / Chief, Communications Security Staff   25X1A
                / Chief, Records Control Staff

SUBJECT   : OC ADP Requirements

REFERENCE   : OC Notice 29-73

    1. Attached is a compilation of OC ADP Management
Information requirements which were submitted by committee
members under the old OC organization. The requirements
statements have been divided into four resource categories
and summarized in the attachment. The next step is to
eliminate duplication and identify the data elements and
reporting formats desired by the potential users of the
information reports.

    2. Based on the OC reorganization, SPD requirements
have been scrubbed. OC-O and OC-E should look at the old
OC-O/SCD/CCD requirements to determine primary interest.

    3. With the recently announced demise of SIPS and the
changed emphasis of the follow-on MAP to be more Office
oriented we need to complete the OC requirements statement
soonest. As a next step, I would like each committee member
to expand on each of his earlier requirements by providing
the following information:

        a. Desired organization (format) of each
            report (give sample),

        b. List the specific data elements to be
            included in each report,

        c. Frequency (monthly, quarterly, etc.) of
            the report,

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    d. Does report currently exist?

    e. Source(s) of data for the report,

    f. Component responsible for updating,

    g. Is on-line capability required? _____ Desired? _____

    4. If possible, I would like to have your responses by 10 August 1973. If you have any questions please call

25X1 me on extension [   ]

                     [   ]   25X1A

                     Executive Assistant, OC

Attachment:
  OC ADP Management Information Requirements

Distribution:
  1 - Each Addressee w/att.
  1 - OC-EXA File w/att.
  1 - OC-EXA Chrono w/o att.

25X1A OC-EXA/[   ]/mlg (23 July 1973)

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OC
Management Information Systems
(SIPS - TYPE)

    1. The attached listing is a unvalidated statement
of OC requirements for ADP produced management data. These
data were collected by the OC-ADP committee and remain to
be studied for duplications, overlaps, etc. Some, in fact,
may be available from other Agency components.

    2. The listing shows four categories:

        Section I   - Money
        Section II - People
        Section III - Things
        Section IV - Paperwork and Procedures

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Section I - Money

1. Admin

✓ a. Status of Field Allotments — *See Reports folder*

b. Overtime Projections by FAN

c. 11 & 12 Projections ILLEGIB

d. Access to budget data base (auth., obli., enc., exp., iss.)

e. Status of Advance Accounts (by name or number)

f. Preparation of personal services budget estimates
(by average salary by FAN)

XFR TO P&B

25X1A

g. Advance account history (one day service)

Leave off as present

25X1A 2. Comsec ✗

✓ a. Crypto Equipment Monetary Report *Same as III-2. c and e.*

25X1A 3. [ ]

✓ a. FRIS (Financial Report Information System) *Similar to Program trend analysis*

✓ b. Program Trend Analysis Report *Same as I.6.a and I.5.b* *See Cover Letter*

4. OC-O

a. Covert Communications Equipment Cost Listing *See III.1.d & e. Obtain from another listing, e.g. all 26, 21*

5. OC-P&B

✓ a. Monthly Overtime Report .S

Existing ✓ b. Monthly Financial Trend Report *Same as I 3.b and I.6.a*

Existing ✓ c. Monthly Financial Deviation Report

Existing ✓ d. Dollar Reprogramming and Cumulative totals by FAN

Existing ✓ e. Budget Worksheets

Existing ✓ f. Obligation forecasts by FAN

Existing ✓ g. ADP Equipment Inventory by dollar amount/location

existing   ✓h.   ADP Resources by dollars, manyears, positions

6. <u>OC-SCD</u>

   ✓ a. Program Trend Report Analysis

Section II - People

1. Admin

    a. Master Listing of OC Personnel   *Combine a, g, and j.*

    b. OPRED - Positions by cover, location, grade
            - People by cover, locations, grade, step, salary, etc.

    c. ~~Ceiling Status~~ *Cancel*

    d. IMMOBILES (Personnel Holds) } *Combine, add 2a.*

    e. Medical Qualifications

    f. TDY Standby Listing

    g. Basic bio on OC Personnel

    h. [   ] *Cancel*   25X1A

    i. Pseudo/True Cross Reference

    j. Cover and Clearances

2. OC-CMD

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adm resp.   a. ~~Personnel Holds~~

adm resp   b. Grade/Panel Misslots *(Could be part of OC Manning Table)*

adm/cmd jnt'd   c. Single or Married/No Children *(Should be part of Manning Table) or panel.*

cmd resp   d. CEL Eligibility List by Panel and Grade *(People to be COL'd by area)*

?   e. Expected Vacancy List (6 mos to 1 yr format)

    f. Study of Cyclic Rotation Patterns; Impact on Pipeline

adm resp   g. Analysis of 1st, 2nd, and 3rd Choice Assignments } *Work into Computer assisted*
Combine   h. Analysis of Extensions ~~( )~~ *Assmt. (i)*

    i. O/S Manning Table/Computer Assisted Assignments
        Vacancies, Rotation, DevComp

25X1A 3. [   ] *(j Expected Vacancy List*

    a. Manning Tables

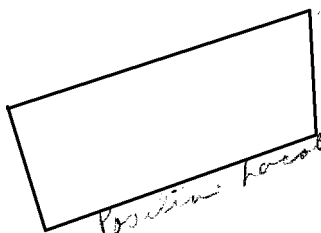25X1A   b. PCR - W. W. and [   ] *See cover letter*

c. Panel I (contents to be defined) *See cover letter*

✳ d. World-Wide Manning Tables *Same a adv wcc; their rqmt Do does not need*

e. Personnel Locator *See cover letter*

f. Separation Report (alphabetical) *See Cover Letter*

4. <u>OC-RCS</u>

a. OC Manning Tables for Vital Documents (Quarterly) *Copy of OC-A Listing*

b. Personnel Status Reports (Locator?) for Routing *OP Listing*
   Correspondence

c. True/Pseudo Listing *Same as Sect II .1, i.*

5. <u>OC-P&B</u>

a. Strength Report

b. Personnel Position Report by Function and Component

OP c. Average Employment by Component

ILLEGIB d. TDY Man-day Report by Month and Job Specialty and Area

Position Location by Comp & Compnt

A, B, C System

Section III - ~~Things~~ *TANGIBLES*

1. <u>OC-O</u>

25X1   ✓a.

   ✓b.   ICER. An existing off-line program entitled "Issued
         Covert Equipment Register"

25X1A ✗✓c. [   ]   Equipment Inventory *Same as III. 7. a.*

From OC d.   Allocation 26 Stock Status Report / } *Part of* [   ]   25X1

   OC e.   Allocation 21 Stock Status Report /)

2. <u>OC-CS</u>

25X1A ✗ ✓a. [   ]. Existing off-line crypto material inventory.

   ✗ ✓b. Crypto Transfer and Destruction Reports

   ✗ ~~c. Crypto Equipment Monetary Report~~   *Same as I.2.a & III.2.e*

   ✗ ✓d. Depot Inventory of COMSEC Keying Material

   ✗ ✓e. Crypto Equipment Status Report   *Same as I.2.a & III.2.e*

25X1A 3. [   ]

   ✓a. KY-3 Distribution Report

   ✓b. Wirelist
                                                        25X1A
   ✓c. Inventory of ADP Equipment *See Cover Letter ((non OC Report))*

   ✓d. Staff Communications Equipment Program *See Cover Letter* [   ]

   ✓e. Cross Reference Index of Communications Equipment -
        World-Wide *See Cover Letter*

   25X1A
   [   ] f.*OC* Master Listing of Equipment Stock Items by Stock Numbers
   Not originated
        g.*OC* Master Listing of Equipment Stock Items by Nomenclature   25X1A

   ~~h. Crypto Inventory Run~~   *Delete*

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4. ~~OC-EXA~~

a. ~~Semi-Annual Crypto Inventory~~ [ ]   25X1A

[ ]

6. OC-P&B

a. Registered Crypto Equipment in Use

7. OC-SCD

25X1A   a. [ ] - World-Wide Equipment Report

Section IV - Paperwork and Procedures

1. <u>Admin</u>

    a. Master Travel Order, individualized by entering name, employee number and trip data to produce final product

c es   b. Post briefs for visual display.

c es   c. LTI information by station for print-out on demand.

2. <u>OC-CCD</u>

25X1A

ops   a. [ ] frequency register.

    b. KEYSET for RS-523 voice privacy.

    c. REGION. ~~Signal planning data~~. *(Master freq. List)*

25X1A

ops   d. [ ]

ILLEGIB   e. [ ] Frequency propagation data. *Now OC-E* [ ] 25X1A

    ~~f. TOP SECRET inventory.~~ *Same as IV.5.b.*

    g. Contract Information System (CIS)

    h. Trouble shooting routines for technicians.

    i. Current design programs for engineers.

    j. Automated drafting for current design layout.

3. <u>OC-CS</u>

ops   a. Production of codes and ciphers.

ops   b. Test routines for evaluating new systems.

ops   c. Cryptomath support routines.

personnel   d. Crypto clearance report.

25X1A

25X1A 4. [ ]   *5 reports*

   a. Circuit outage report.   25X1A

   b. Circuit status summary.   *equipment inventory (listed under* [ ]

25X1A   c. ~~Inventory~~ [ ] ~~test/schedule.~~

   d. DATACOM statistics.

   e. *PERT* ~~COMSTAT~~ (work measurement).

   f. Combined Secure Voice Telephone Directory. *(listed under Crypto)*

5. <u>OC-EXA</u>

   a. Index of OC documents.   *2*

   b. TOP SECRET inventory.

6. <u>OC-O</u>

   a. ~~CATRAN.~~ *(see Para 8)*

   b. CORF DATA. *Cancelled per* [ ]   25X1A

   c. ~~CFR~~ (Combined Field Report). *(See Para 8)*

7. <u>OC-P&B</u>

   ✓ ✗ a. Staff Communications data -

       - Message count by month and FY.   *3*

       - By Agency.   *5*

       - By OC area.

       - By DD/O area.

       - By Headquarters Signal Center.

       - By network load.

   ✓ ✗ b. Semi-Annual message count by individual station and Agency.

* a, b,, c, l d can be managed by [   ]   ILLEGIB

** Cms Report

√ * c. Quarterly listing of CIA stations with crypto links
denoting ability to handle [   ].   25X1A

√ * d. Quarterly leased line expenditure by station and type
of lease.

No example to provide

** e. Training statistics showing

- Internal non-OC courses attended by OC personnel.

- External OC training.

- Annual report of OC training.

- Annual report of OC training given non-OC personnel.

move to Personnel Date Bose

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8. ~~OC-SCD~~ *See Below OC-O*

IL

a. CATRAN (Field station workload and statistics).

b. CFR (combined field report).

c. [   ] (crypto link record).   25X1A

d. [   ] (leased line records).

OC-E

e. Equipment failure reports. *OC-E (moved to*

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